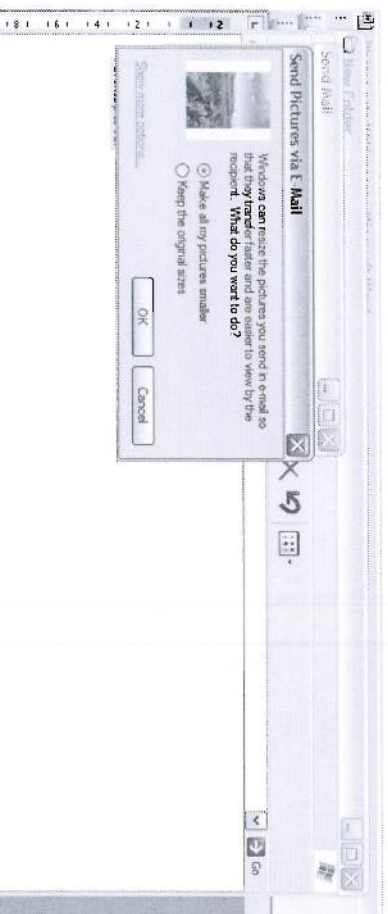
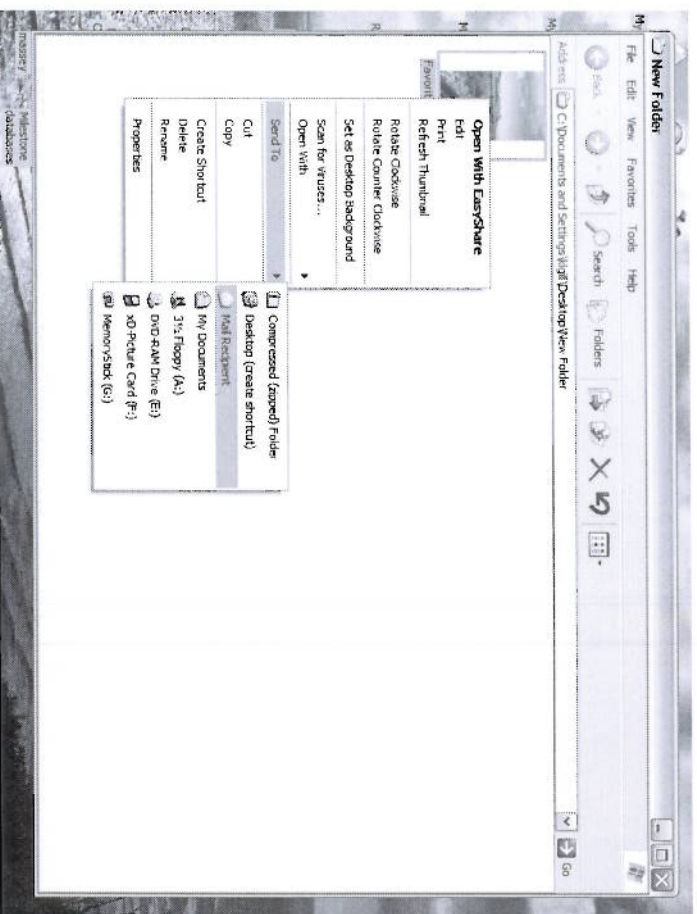
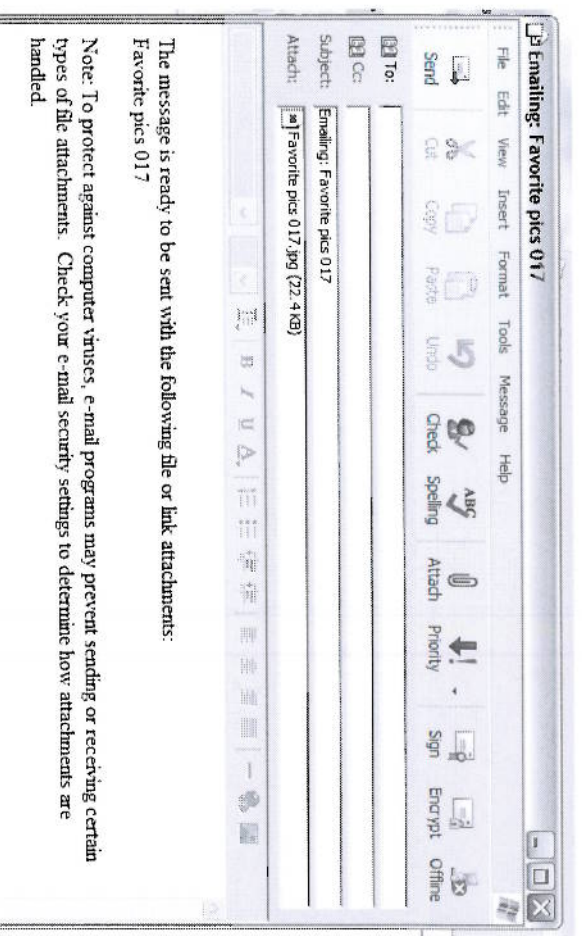


Reducing the size of photos for easy uploading



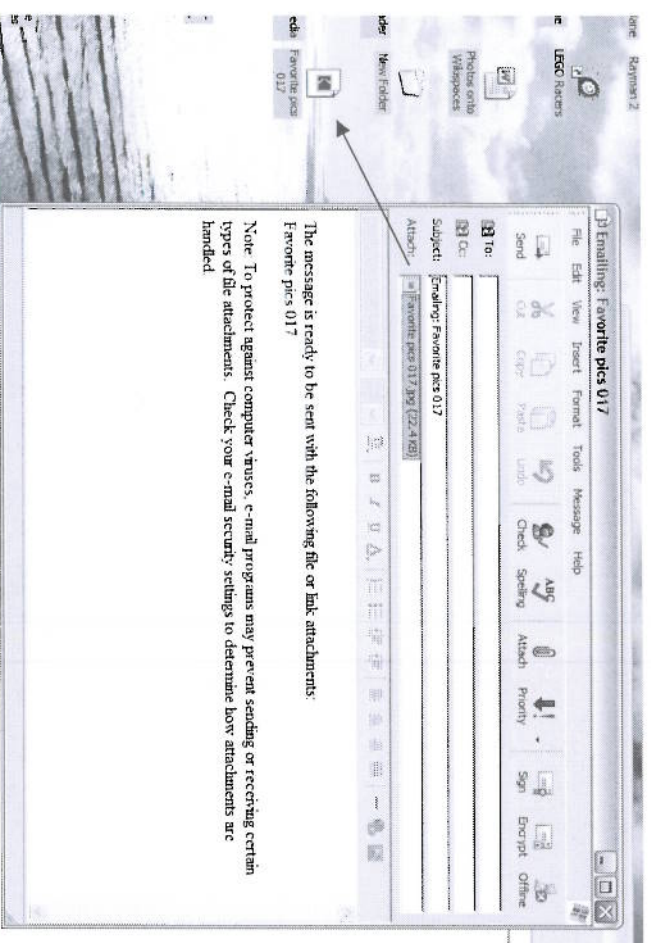
Find the photo that you want to upload onto the Wiki.
Right click on the photo and move the mouse over the list until you get to 'SEND TO'. Another list will appear – select 'MAIL RECIPIENT'.
Click on 'MAIL RECIPIENT'.

A window will appear asking if you want to make the picture smaller. Click on the spot for 'MAKE ALL MY PICTURES SMALLER' and then 'OK'.



The message is ready to be sent with the following file or link attachments:
Favorite pics 017

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



This will appear ready to send as an attachment.

Click and hold the mouse down on the photo in the email and drag it onto the desktop. When you upload the photo onto the WIKI-take it from here rather than in the original folder. It is a much smaller file, will upload quicker and take up less room on the WIKI.The file has gone from 1.74 MB to 22.4 KB. (There are 100 KB in 1 MB – the file is now almost 10% of its original size and will upload very quickly).